

## **Training Section Plan:**

The North Dakota Attorney General has requested a plan that addresses the proposed changes to the Training Section of the North Dakota Bureau of Criminal Investigation. This plan will detail the current procedures and duties that the Training Section performs. This plan will also address some changes in the procedures and duties of the Training Section. Lastly, this plan will look at the future of the Training Section and how it fits into the future agenda for the training of law enforcement officers in the state of North Dakota.

### **Current duties of the Training Section:**

Currently, the Training Section is comprised of a Director of Training (also a trainer), and a Trainer. The following list details the duties and requirements that the Training Section performs:

- The Training Section researches, develops, creates, and presents a variety of law enforcement training for local and state officers around the state, including Law Enforcement Basic training, and continuing education sessions.
- The Training Section works with other agencies and trainers to coordinate courses and instructors, who are contracted to provide training in the state.
- Prepares and conducts the required training for instructors (Methods of Instruction) in the state.
- Assists other officers and agencies with securing training opportunities, as well as the development of training programs for their agencies.
- Provide training for the Basic Law Enforcement Training sessions in Devils Lake and Bismarck.
- Operate/maintain the FATS shooting simulator.
- Operate/maintain the AMOS driving simulator.
- Review requests for information on the licensing process, as well as the requirements of laws and standards relating to the licensing of law enforcement officers.
- Conducts audits of the basic training providers.
- Reviews the certification of instructors, and maintains the records for instructors.
- Reviews and approves law enforcement training courses.
- Receives, reviews, and processes for New Peace Officer Licenses.
- Receives, reviews, and processes for Renewal Peace Officer Licenses.
- Receives, reviews, and processes the records for License Exam.
- Adverse License Action: The Director will receive notice of an actionable offense, will consult with an attorney, obtain the necessary documentation, present the information to the POST Board for decision, may testify before

the POST Board, process the findings, and will follow up on any ordered conditions.

- POST Board duties:
  - Update the POST Board web site, as to the meeting minutes, meeting schedules, laws and standards, frequently asked questions, and the mailing list of the agencies.
  - Maintain the POST Board Account (Requires two (2) people per Attorney General's policy)
  - Arrange and attend the POST Board meetings.

### **Proposed changes to the duties and structure of the Training Section:**

Current budget considerations suggest the elimination of the Training Section of the North Dakota Bureau of Criminal Investigation. With the elimination of the Training Section, the burden of providing training for the Basic Law Enforcement training and the continuing education training would shift to local agencies, and the individual state agencies. This plan would look at alternatives to the current duties of the Training Section, and how to use the training resources in the state more efficiently.

- Retain one (1) Trainer in the Training Section to continue the research, development, implementation, and presentation of training sessions.
  - The Trainer would also coordinate trainers and training throughout the state. This concept would utilize a pool of trainers, from both state and local agencies, from throughout the state to conduct regional training sessions.
  - Continue to provide FATS training throughout the state, but on a more regional level, I.E. Grand Forks, Devils Lake, Minot, Williston, Dickinson, Bismarck, Jamestown, and Fargo. The Trainer from the Training Section would train local trainers as to the use and maintenance of the FATS system. The FATS training would be conducted by certified local trainers, utilizing the Training Section's FATS system. The Bureau of Criminal Investigation and the local agencies would enter into an agreement that the agency that was using the FATS system would cover any cost of repairs that incurred during their usage.
  - The necessary and required paperwork/records would continue to be reviewed, recorded, processed, and maintained by the Trainer and Administrative Assistant.
  - The Trainer would continue to fulfill their duties and functions for the POST Board.

- Utilization of nationally certified trainers or instructors in regional training situations.
  - This would allow for the use of a larger, regionally located training sessions, conducted by nationally certified instructors.
  - These sessions would attract a number of officers from the smaller departments that would save the cost of travel and per diem, if the sessions were located in a regional setting.
- Plan, organize, and conduct training sessions in cooperation with the Rural Law Enforcement Training Program of Minot State University.
- Evaluate the current trainers that are available in the state, as well as their training sessions.
  - After the completion of the evaluation, a list of the available training and the trainers will be compiled. From that list the Trainer from the Training Section would be able to coordinate the training and trainers provided throughout the state more efficiently.
- Utilization of the IVAN system more effectively.
  - While a great deal of the training provided must be conducted in person, there is some training that may be done via the IVAN system. Approximately half (1/2) of the required training hours (Sixty (60) hours in a three (3) year period) might be able to be conducted via the IVAN system. Although the training would be conducted over the IVAN system, there must be a certified trainer on the site where the training is received.
  - The cost of using the IVAN system is \$80.00 per hour for the telephone line charge, and \$10.00 per hour, per site for technical fee. The IVAN system administrators indicate that they would like to limit the number of receiving sites to ten (10). If training is conducted via the IVAN system, and there are ten (10) receiving sites, then the cost would be \$180.00 per hour.
- Utilization of web based training programs and sessions.
  - This would allow for the officer to proceed through a limited number of training programs via the Internet.
  - This would allow the officers to utilize various web based training programs to complete some of the optional training sessions that are needed to maintain their Peace Officer License, under state law.

- Creation of a Training Fund within the Bureau of Criminal Investigation, North Dakota Attorney General's Office.
  - The creation of a Training Fund that would be used to cover the cost of training and trainers, such as travel expenses, meeting rooms, per diem, etc. The cost of the salaries of the trainers from local, state, and federal agencies would be incurred by their parent agency.
- Law Enforcement Officer Contract
  - To reduce the burden, of not only the trainers in the state, but also the agencies as well, it is purposed that an officer that has completed Law Enforcement Basic training, sign a contract with their sponsoring agency.
  - The length of the contract should be four (4) years, but the reimbursement payment to the department maybe prorated (Reduced by twenty-five percent (25 %) per year of each year of service) if the officer leaves during the term of the contract.

#### **Future considerations for the Training Section:**

There are a number of options for the Training Section in the future. Some of those options will be discussed in the following paragraphs. The afore mentioned options are a temporary solution to a long-term dilemma. All options need to be explored to address these problems and solutions need to be devised. Other options will arise during future discussions and may be added to this plan.

- Have a State of North Dakota Law Enforcement Training Section, composed of trainers from various state agencies, such as (but not limited to) the Bureau of Criminal Investigation, the Department of Corrections and Rehabilitation, the Highway Patrol, and the State Crime Lab. Agencies would "donate" or "loan" trainers to this section. It is purposed that the State of North Dakota Law Enforcement Training Section be supervised by an appointee of the POST board.

#### **Training that the Training Section would like to continue to provide:**

- POST BOARD DUTIES
  - The POST Board will continue to need the support that has been provided by the training section.
- BASIC TRAINING

- Basic Training is required by law and needs to be provided. With many of the subjects that are currently instructed, there are no other instructors that can provide the instruction.
  - It also does not cost anything for the Training Section, other than wages, to provide this training as Lake Region State pays the expenses or the training is done in Bismarck.
  - Approximately four (4) weeks (two (2) weeks per academy) during the calendar year is dictated to Basic Training session by the current trainers.
- METHODS OF INSTRUCTION AND WEAPONS INSTRUCTOR COURSES
    - These two training sessions are essential to ensure that there are enough instructors on the local level to meet the state's training needs. Both of these courses are in constant demand.
    - The current trainers conduct two (2)-three (3) training sessions of Methods of Instruction, which lasts approximately fifty-two (52) hours.
    - The current trainers conduct one (1) training sessions for Weapons Instructors, that last approximately forty (40) hours.

\* Other than the specialized training programs, which are arranged for or developed as the need arises, the Part-time Peace Officer Basic Training Program should be conducted at the training academies (Devils Lake and Bismarck). This is also a required Basic Training Program but the academies have staff to be able to grade the reports and house the students for the classroom sessions.

**Attachment #1: List of certified law enforcement trainers in North Dakota.**

**Attachment #2: Regional list of certified law enforcement trainers in North Dakota.**